

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of January 18, 2018 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:36 p.m. by Vice Chairman Shoemaker. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. Harrison, Mr. Hopper, Ms. Mills, Mr. Prokasy, Mr. Rice, Ms. Shoemaker, Mr. Timmons, Ms. Westmacott, and Mr. Wyatt. Absent were Ms. Booth, Ms. Flowers, and Mr. Shapiro. Staff attending was Ms. Bell, Ms. Brumby, Ms. Green, Ms. Eades, Ms. Fike, Ms. Ovington, and Ms. Moncrief.

Announcement:

Vice Chair Shoemaker announced the following recommendations for the executive board members, Chairman Jean Westmacott, Vice Chairman Robert Wyatt, and Treasurer John Timmons by the Personnel Committee. Unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Hopper)

The Minutes of October 19, 2017 board meeting were unanimously approved. (Moved by Mr. Prokasy, Seconded by Ms. Darnell)

The adoption of current Agenda was unanimously approved (Moved Mr. Wyatt, Seconded by Ms. Mills)

Public Comment - None

Financial Report:

- The report was given by Mamie Fike, Business Manager. She stated the 2nd Quarter - FY2018 shows that the library is on track with its budget with 56.57% Revenues received and 46.84% in Expenditures used for the Region.
- The yearly audit begins on February 5, 2018 by Terry Masters from the Board of Regents.
- The financial report for 2nd Quarter FY2018 was unanimously accepted. (moved by Mr. Rice, seconded by Ms. Mills)

Regional Reports

Athens-Clarke County:

The Athens-Clarke County Board of Trustees approved the Tool Bank proposal to be placed into circulation. Funding will come from crowd funding along with corporate sponsors. Athens Tech will perform safety training and maintenance. It will be the first such program in a library in Georgia.

The FY2019 Budget has been submitted to the Athens-Clarke County Unified Government.

The Solar Installation is progressing; the company has been chosen along with the design, the center of the flower will have the ARLS Logo in the middle and will be visible from Google Earth and should be completed in May.

Winterville Library has been approved for renovation.

A Harold Rittenberry sculpture purchased by the Friends of the Library will be installed on the grounds of the library.

SPLOST supported fund may be possible for a new East Side Library Branch location to be determined.

Franklin County:

- Franklin County has received the Vibrant Community Grant for Lavonia and Royston branches.
- The Board of Trustees is waiting for the full proposal from the Ty Cobb Foundation for the possible museum attached to the Royston Branch before approval of the project.

- We have received more funds from the local government so the Lavonia Branch will be fully staffed.
- The Minecraft programs have resulted in an increase in teen participants that include teens never visiting the library.

Madison County:

- Author Terry Kay spoke at the Friends of the Library general meeting in October.
- Madison County has also received the Vibrant Community Grant for 2018.
- Vibrant Community Grant programs have started, KnightSong sang to a crowd of 70, also two grant funded storytelling concerts featuring Pat Shields and Andy Offutt Irwin are being held in January.
- Another "free library" will be placed at Colbert Elementary.

Oconee County:

- The Bogart Renovation will have its ground breaking on February 17, 2018.
- The Branch Manager position has not been filled but there are several promising prospects.
- An ad hoc committee has been formed from the Oconee Trustees to investigate possible uses of SPLOST funds available from the county.
- The Watkinsville Branch Friends of the Library book sale is February 8- 10, 2018

Oglethorpe:

- The Oglethorpe County Library will be reducing hours of operation by at least 4 per week due to lack of funding from the Board of Commissioners.
- The Friends of the Library book sale was held in November with a profit of \$1200.00
- Lettering of the word "Library" should be installed soon on the building.
- Mary Frey has been elected as the third representative for the ARLS Board of Trustees.

Director's Report:

- **Athens Regional Library is the GEORGIA PUBLIC LIBRARY OF THE YEAR!!!**
What a great way to start the new year! We were thrilled to get the news. The honor of this award goes to the staff, the Friends, The Boards, and the Endowment all across the region, and I thank you all. Together, we really make a difference in the lives of our residents and this honor makes that fact evident. Rhiannon Eades, Donna Brumby, Lorena Griffin and I worked on the application. We received many letters of support from all across the region for the libraries in their counties.
- We will be hosting (courtesy of the Friends & Endowment) a **big reception on Sunday January 21 starting at 3:00 pm.**
- On January 30th we will be honored at the **State Capital for Hot Dog Day.** The library is planning to have a bus leaving from here to travel to the State House in Atlanta.
- On a Monday or Tuesday in February we will be hosting a **local reception/open house** at each branch.
- There will be 16 staff representatives at the 2018 Public Library Association Conference with two individuals presenting.
- Donna Brumby discussed present and upcoming policies that will be up for discussion and changes if needed.

Old Business:

- None

New Business:

- Policy Updates - The following policies were recommended by the Policy Committee to be adopted with changes indicated: Bullying (new), Hiring, Postings, Application files, Applications, Screening, Appointment, Promotions - Interim & Lateral, Demotions, FLSA status, Professional certification, Personnel action. Unanimously approved (Moved by Mr. Campbell, Seconded by Mr.

Hopper)

- Finance Committee - The Vanguard account has earned almost \$2000 since March 2017 which is almost the amount used for Staff Development Day. At the current pace the account will earn more each year than requested for use of Staff Development Day.
- Chairman Westmacott suggested the Board meeting move at least two meetings per year to other branches so the Trustees may see the entire region.

Board Actions:

- **Motion to Approve** Recommendation of Revisions of Personnel Policy, unanimously. (Moved by Mr. Campbell, Seconded by Mr. Hopper)
- **Motion to Accept** Recommendation of an increase in mileage reimbursement for 2018 as suggested by the State Accounting Office, unanimously. (Moved by Mr. Timmons, Seconded by Mr. Prokasy)

Announcements - None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:40pm. (Motioned by Mr. Wyatt, Seconded by Mr. Rice, Unanimously approved)

ARLS Board Meeting January 18, 2018
SUMMARY OF VOTES

Approval of the recommendations for the executive board members, Chairman Jean Westmacott, Vice Chairman Robert Wyatt, and Treasurer John Timmons by the Personnel Committee, unanimously: Moved by Mr. Prokasy
Seconded by Mr. Hopper

Approval of The Minutes of October 19, 2017 board meeting, unanimously:
Moved by Mr. Prokasy
Seconded by Ms. Darnell

Adoption of current Agenda, unanimously:
Moved Mr. Wyatt
Seconded by Ms. Mills

Approval of the 2nd Quarter FY2018, unanimously:
Moved by Mr. Rice
Seconded by Ms. Mills

Approval of following Personnel Policies: Bullying (new), Hiring, Postings, Application files, Applications, Screening, Appointment, Promotions, Interim & Lateral, Demotions, FLSA status, Professional certification, Personnel action unanimously:
Moved by Mr. Campbell
Seconded by Mr. Hopper

Accept Recommendation of an increase in mileage reimbursement for 2018 as suggested by the State Accounting Office, unanimously:
Moved by Mr. Timmons
Seconded by Mr. Prokasy

ARLS Board Meeting October 19, 2017 SUMMARY OF VOTES

Approval of 07/20/2017 Minutes unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Wyatt

Approval of 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Ms. Darnell

Approval of Amended 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Mr. Rice

Approval of Financial Report FY18 (Q1) from Business Manager unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Mills

Approval Recommendation of Revisions of Personnel Policy, unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval 2018 Scheduled Closings of Library, unanimously, unanimously:

Moved) Mr. Wyatt

Seconded) Ms. Harrison

Approval of the following revised personnel policies: Ethics and Conduct; Conflicts of Interest; Gifts, Gratuities, & Favors; Outside Employment and Memberships; Workplace Relationships; Romantic Relationships; Workplace Communication; Use of Library Communication Systems; Use of Library Telephones; Public Relationships; Patron Relationships; Contact with Media; Representing the Library at Outside Events; Social Media; Confidential Information; Public/Open Records Requests; Employee Benefits; Group Health Benefits; Retirement Programs; Workers' Compensation Insurance; Job-Related Accident or Injury; Social Security; Medicare; Unemployment Insurance; Flexible Benefits; Miscellaneous Employee Benefits; Staff Fee Discounts, unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Campbell

Approval of the Library Policy for Public Bulletin Board, unanimously

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval of Adjournment, unanimously

Moved) Mr. Campbell

Seconded) Mr. Timmons

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of April 19, 2018 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:36 p.m. by Chairman Westmacott. Present were Ms. Booth, Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. Flowers, Mr. Hopper, Ms. Mills, Mr. Prokasy, Mr. Rice, Mr. Shapiro, and Ms. Westmacott. Absent were Ms. Frey, Ms. Shoemaker, Mr. Timmons and Mr. Wyatt. Staff attending was Ms. Bell, Ms. Brumby, Ms. Chandler, Ms. Fike, Ms. Green, Ms. Griffin, Ms. Moncrief, and Ms. Ovington.

The Minutes of January 18, 2018 board meeting were unanimously approved. (Moved by Mr. Prokasy, Seconded by Mr. Shapiro)

The adoption of current Agenda was unanimously approved (Moved Mr. Hopper, Seconded by Mr. Shapiro)

Public Comment - None

Financial Report:

- The report was given by Mamie Fike, Business Manager. She stated the 3rd Quarter - FY2018 shows that the library is on track with its budget with 83.44% Revenues received (includes \$60,000 for van purchase) and 73.37% in Expenditures used for the Region.
- The yearly audit was completed on February 5, 2018 by Terry Masters from the Board of Regents. His report included instructions to update value of stock included in the investments account balance, this will be reviewed with the Finance Committee and revisited at next meeting
- The financial report for 3rd Quarter FY2018 was unanimously accepted.

Regional Reports

Athens-Clarke County:

- The Teen area will be redesigned to encourage our teen patrons to enjoy that area with the help of Athens Technical College students.
- The Solar "Flower" Installation should be complete in May. It was determined that the roof cannot support solar panels but Hannah Solar Company is working on a solution to make the flower retrieve more energy.
- The Tool Library will launch in May.

Franklin County:

- Received more funds from the Board of Commissioners.
- The Lavonia Branch is fully staffed.
- The Mind Craft programs are bringing new and more teen patrons.
- No update on the Ty Cobb Museum.
- The Lavonia and Royston Branches have received the Vibrant Community Grant.

Madison County:

- The library has had 52 programs over the last quarter with 443 in attendance. Pat Shields gave a storytelling concert and Mia Townsend led our first "Fitness Friday" and has since changed to "Shape Up Saturday" which has been well received.
- A retirement reception was held for Alisa Claytor which was attended by 60 patrons and

current and former staff.

Oconee County:

- The Oconee County Branch Manager position has been filled by Cara Karnes.
- The Bogart renovation has had breaking of ground and the clearing has started.
- Oconee County Friends of the Library had a great book sale.
- The painting of the interior of the Watkinsville Branch will be completed before summer reading starts.
- Family Fun Day is May 12, 2018.

Oglethorpe:

- The library has reduced hours by six each week due to no increase from funding sources. However, the county commissioner did approve funding of the TRS increase.
- The Zoning Board and Board of Commissioners approved altered regulation that will allow the installation of an LED sign for the library.
- Friends of the Library will hold a pop-up book and bake sale on May 5, 2018.
- The OCL Board of Trustees will be reviewing the library's Constitution and Bylaws.

Director's Report:

- The FY19 Appropriations Bill has passed. There are 5 Capital outlay projects (new or expanding buildings). Hall County Library, Cobb County, Newton County, Lumpkin County Library, & Uncle Remus Regional Library. Major Repair and Renovation, \$1,860,000. MRR Repurposing, \$1,890,000. Technology Replacement, \$1,370,000. Materials: \$583,306, bringing the total materials allocation up to \$.30 per capita.
- The American Library Association along with library advocates worked to secure federal funding for libraries. ALA recently reported that, because of the collective efforts, **the current federal budget includes a \$9 million increase for the Institute of Museum and Library Services**, as well as a \$5.7 million increase to LSTA funding, which provides matching funds to states to support library initiatives.
- A number of ARLS staff attended the **Public Library Association** Bi-Annual Conference in Philadelphia, PA. It was a wonderful learning experience for all. Rikki Chesley, Rhiannon Eades and I presented at the conference. Our topic was the Common Heritage Grant: Engaging the African American Community. The presentation went extremely well and we have been contacted by a number of libraries from across the country for more information.
- Library staff attended sessions of Citizens Response to **Active Shooter** Events, conducted at the library by Athens-Clarke County Police Department. As part of ongoing training, all staff is being given safety tours of their building, in which all fire exits, fire extinguishers, and fire pulls are being pointed out. All branches have been requested to hold similar tours for all staff.
- It has been reported that in 2017 "Unique", our **collection agency**, helped to recover approximately \$70,000 in cash and materials.
- With the help of all of our major stakeholders (all of the Boards of Trustees, all of the Friends Boards, and all of the staff), the Resource Team completed the **Organizational Values** (attached). This is our second step in the development of the Strategic Direction for the Library. The first step was the creation of our Organizational Vision: "Engaging Communities, Exceeding Expectations".
- The staff team (Joy Ovington; Pete Hayek; Donna Brumby) and I thoroughly researched replacing our Regional courier van and recommends ordering a T-150 Mid-Roof Ford Transit cargo van to be purchased under State Contract within the next two weeks. The vehicle, including shelving, loading, and safety options and accessories, is priced within the budgetary amount previously approved by the Board, and includes the trade-in of our existing 2006 Dodge 2500 Sprinter courier van. Delivery of the new van will be in 18 - 20 weeks.

Old Business:

- Personnel Policy Review - with the absence of the committee, it was unanimously decided to table discussion until July meeting.

New Business:

Chair Westmacott suggested moving the July 19, 2018 meeting location to Royston at 3:30pm. Unanimously approved (Moved by Mr. Hopper, Seconded by Ms. Mills)

Board Actions:

- **Motion to Accept** the FY17 Agreed Upon Procedures/Audit report by Terry Masters, unanimously approved (Moved by Mr. Hopper, Seconded by Mr. Rice)
- **Motion to Approve** the Organizational Values for the Athens Regional Library System, unanimously approved (Moved by Ms. Booth, Seconded by Mr. Shapiro)
- **Motion to Approve** the Athens Regional Library System Staff Development Day to be held on the second Wednesday of November, unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Shapiro)

Announcements - None

Executive Session - Chairman Westmacott called for executive session for board discussion of Director Bell's annual review at 4:25pm. After discussion there was a call for close of executive session, unanimously approved. (Moved by Ms. Booth, Seconded by Ms. Darnell)

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:50pm. (Motioned by Ms. Booth, Seconded by Ms. Darnell, Unanimously approved)

SUMMARY OF VOTES

Approval of The Minutes of January 18, 2017 board meeting, unanimously:

Moved by Mr. Hopper

Seconded by Mr. Shapiro

Adoption of current Agenda, unanimously:

Moved Mr. Prokasy

Seconded by Mr. Shapiro

Acceptance of the FY17 Agreed Upon Procedures/Audit report by Terry Masters, unanimously approved

Moved by Mr. Hopper

Seconded by Mr. Rice

Approval of the Organizational Values for the Athens Regional Library System, unanimously approved

Moved by Ms. Booth

Seconded by Mr. Shapiro

Approval the Athens Regional Library System Staff Development Day to be held on the second Wednesday of November, unanimously approved

Moved by Mr. Prokasy

Seconded by Mr. Shapiro

Approval of 07/20/2017 Minutes unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Wyatt

Approval of 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Ms. Darnell

Approval of Amended 10/19/2017 Agenda unanimously:

Moved) Mr. Timmons

Seconded) Mr. Rice

Approval of Financial Report FY18 (Q1) from Business Manager unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Mills

Approval Recommendation of Revisions of Personnel Policy, unanimously:

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval 2018 Scheduled Closings of Library, unanimously, unanimously:

Moved) Mr. Wyatt

Seconded) Ms. Harrison

Approval of the following revised personnel policies: Ethics and Conduct; Conflicts of Interest; Gifts, Gratuities, & Favors; Outside Employment and Memberships; Workplace Relationships; Romantic Relationships; Workplace Communication; Use of Library Communication Systems; Use of Library Telephones; Public Relationships; Patron Relationships; Contact with Media; Representing the Library at Outside Events; Social Media; Confidential Information; Public/Open Records Requests; Employee Benefits; Group Health Benefits; Retirement Programs; Workers' Compensation Insurance; Job-Related Accident or Injury; Social Security; Medicare; Unemployment Insurance; Flexible Benefits; Miscellaneous Employee Benefits; Staff Fee Discounts, unanimously:

Moved) Mr. Prokasy

Seconded) Mr. Campbell

Approval of the Library Policy for Public Bulletin Board, unanimously

Moved) Mr. Prokasy

Seconded) Ms. Harrison

Approval of Adjournment, unanimously

Moved) Mr. Campbell

Seconded) Mr. Timmons

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 19, 2018 Meeting

Royston Library Multi-Purpose Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Bryant, Ms. Frey, Ms. Harrison, Mr. Hopper, Ms. Mills, Mr. Rice, Ms. Shoemaker, Mr. Timmons and Ms. Westmacott. Absent were Ms. Booth, Mr. Campbell, Ms. Darnell, Ms. Flowers, Mr. Prokasy, Mr. Shapiro, and Mr. Wyatt. Staff attending was Ms. Bell, Ms. Rosie Chitwood, Ms. Fike, Ms. Griffin, and Ms. Moncrief.

After attendance was taken, it was announced there was not a quorum for the meeting. An agreement was unanimously approved that all motions and approvals would be ratified at the next Athens Regional Board Meeting held on October 18, 2018. (Moved by Mr. Hopper, Seconded by Mr. Timmons)

Recognitions:

- Director Bell announced the library system is losing three key employees for the Region. Josh Goodwin - Acquisitions Specialist, Lorena Gay-Griffin - Assistant Director of Regional Services & Outreach, and Natalie Wright - Web Design/Digital Media Specialist. These employees have been a wonderful addition to our system and will be missed. We wish them well on their endeavors.
- Chairman Westmacott introduced Mary Frey a new member of board from Oglethorpe County.

The Minutes of April 19, 2018 board meeting were unanimously approved. (Moved by Mr. Hopper, Seconded by Mr. Mills)

The adoption of current Agenda was unanimously approved (Moved Ms. Westmacott, Seconded by Mr. Timmons)

Public Comment - None

Financial Report:

- FY18 4th Quarter Financial Report unanimously accepted.
- Zeus (timekeeping) training completed at all branches.
- The proposed budget for FY2019 was unanimously accepted.

Regional Reports

Athens-Clarke County:

- The renovation of Winterville library should be started late July to be completed by late September 2018.
- The young adult section of Athens-Clarke County Library is under renovation.
- The Solar Tree was installed on June 10, 2018 and the Smart Flower installed on July 16, 2018 at the main branch. The kiosk inside the library will display information about the "solar garden" including kilowatts collected will be working soon.
- The Athens-Clarke County Library Branch will be hosting early voting in October for general election and the library will be the new precinct for the area.

Franklin County:

- Ms. Shoemaker introduced branch manager Rosie Chitwood and welcomed her to the meeting.
- A patron challenged a children's book to be removed from the collection, the board agreed to keep the book in the collection after thorough review and discussion.
- Franklin County Friends of the Library have supported the Summer Reading Program and a part

time person to help with programming for the summer which has been a great success.

Madison County:

- Our summer reading program is doing great - Adult 52 programs/331 in attendance, Youth 88 programs/2771 in attendance.
- The free library will be installed at Colbert Elementary after the beginning of the school year.
- Madison Friends of the Library hosted author Victoria Wilcox for a discussion about Doc Holliday.
- **Oconee County:**
- Summer programming has been well attended. We have offered Virtual Reality, Stop Motion, Family Fun Day where over 400 youth signed up for summer reading.
- Watkinsville Friends of the Library will have a September book sale.
- Bogart expansion continues with an expected finish date late in the 2018.
- Watkinsville had its HVAC replaced.

Oglethorpe:

- Oglethorpe has won a giveaway of the 25 best teen books published in 2017 funded by ALA and the Dollar General Literacy Foundation.
- We have received a Civics and Citizenship Toolkit from the Department of Homeland Security's U.S. Citizenship and Immigration Services.
- The library has received some increased funding from three municipalities, but a fourth reduced their contribution. The county has increased their funding to help with TRS increases for FY2019.
- The OCL Board of Trustees has voted to move to a calendar year for their budget, make changes in Constitution & Bylaws to align with current state regulations, and decrease the number of board members from 11 to 9.
- The LED sign should be installed soon.
- Oglethorpe Friends of the Library held a one day Book Sale to raise about \$350.

Director's Report:

This fiscal year, we hope to focus on three major projects regionally:

- **Collection Development and Collection Maintenance.** We will be evaluating and/or developing policies, procedures, weeding schedules, replacement schedules, volunteer opportunities, and an overall "refreshing" of our materials collections.
- **Planning the new Strategic Direction**, also known as strategic planning. As we plan the Strategic Direction for ARLS, you will be invited to participate on various levels as a Board. We are hoping to secure the services of a consultant for the process. While I expect the process to begin this fiscal year, we probably won't get started until January or February 2019. We will need to plan in the budget for a Consultant to help lead us through the Strategic Planning process. I'm estimating \$10,000 for this service.
- The Region is in need and has been in need of an **updated website**. Websites for libraries are so important and really considered an additional branch since so many services are online now. Our patrons can access books and audio and magazines, sign up for programs and meeting rooms and a host of other services. Our website is out of date and difficult to maintain. I propose we outsource the creation of the website design with content management solutions.

Old Business:

- **Personnel Policy Review** - All policy changes were reviewed by Mr. Timmons of the policy committee. There were no other questions from board members, so vote to accept the policy committee's recommendation of changes was unanimously approved. (Moved by Mr. Hopper, Seconded by Ms. Bryant)

New Business:

- Approve Chair Jean Westmacott signature authority for all contracts and other documents for the Athens Regional Library System.
- Approve Director Valerie Bell's salary for FY2018
- Approve proposed budget for FY2019
- Approve the revised Personnel Policy Updates

Board Actions:

- **Motion to Approve** Chair Jean Westmacott's signature authority for all contracts and other documents for the Athens Regional Library System, unanimously approved (Moved by Ms. Mills, Seconded by Mr. Rice)
- **Motion to Approve** Director Valerie Bell's Salary for FY2019, unanimously approved (Moved by Ms. Mills, Seconded by Mr. Rice)
- **Motion to Approve** proposed budget for FY2019, unanimously approved (Moved by Mr. Timmons, Seconded by Mr. Hopper)
- **Motion to Approve** the revised Personnel Policy update, unanimously approved (Moved by Mr. Hopper, Seconded by Ms. Bryant)
- **Motion to Approve** using FY18 Revenues over Expenditures not to exceed \$38,000 for the purpose of website design & content management solutions, unanimously approved (Moved by Mr. Hopper, Seconded by Ms. Shoemaker)

Announcements - None

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:30pm. (Motioned by Mr. Rice, Seconded by Ms. Mills, Unanimously approved)

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 18, 2018 Meeting

Athens-Clarke County Board Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Booth, Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. Flowers, Ms. Frey, Mr. Prokasy, Mr. Hopper, Ms. Mills, Ms. Shoemaker, Mr. Timmons and Ms. Westmacott. Absent were Ms. Harrison, Mr. Rice, Mr. Shapiro and Mr. Wyatt. Staff attending was Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

Recognition:

- It is with sad hearts we announce that long standing Board Member and former Chair Wallace Eberhard has passed away. He was a retired UGA professor, lover of libraries, had continued interest on both boards after retirement, always busy as a member of an author's breakfast club. He will be greatly missed.
- Another Board Member is retiring after this meeting, Dennis Hopper. Mr. Hopper has been a wonderful supporter of the library and its mission. His vision for the future of the library has included the initial suggestion of solar collectors installed at the library and with a grant received turned into our Solar Garden. We appreciate his service and will miss him.
- Our recent addition of Board Member Mary Frey's position has unfortunately changed. Her seat has been terminated by the county. We appreciate her efforts and will miss her support.

The Minutes of July 19, 2018 board meeting were unanimously approved. (Moved by Mr. Prokasy, Seconded by Mr. Timmons)

The adoption of current Agenda was unanimously approved (Moved Mr. Hopper, Seconded by Ms. Mills)

Public Comment - None

Financial Report:

- FY19 1st Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

Pinewoods Branch reconstruction after damage to the building is being completed, GPLS has agreed to pay at least 50% of the construction cost.

The Teen department renovation has been completed.

Franklin County:

- The libraries have started new programming for Special Needs patrons. Its progress is much anticipated by all.
- The Ty Cobb museum is on hold.

Madison County:

- Summer reading programs were very successful. Youth programming included 97 programs with over 2700 participants.
- We have a new Tech specialist
- Our annual Family Night program was a great success.

Oconee County:

- Bogart expansion is fully underway. We are extremely pleased with the great progress.

- Oconee Book Sale was a success in part because of the better quality books that are being donated.
- Oconee County is looking into relocating the Watkinsville branch due to the limitation at the existing location for expansion.

Oglethorpe:

- Branch Manager, Austin Jenkins, has completed the county's first Leadership Oglethorpe course.
- The LED sign is now installed at the entrance of the library.
- The Summer Reading program went very well with over 5000 books read.
- The library has added an Oglethorpe Authors book shelf.
- The BOC has approved a \$1000 increase in the library's CY19 budget.
- New Board membership changes will take effect in January 2019.
- Friends of the Library Book and Bake Sale raised \$1520.

Director's Report:

New staff: We have hired a number of new staff in key positions.

- Our new **Assistant Director of Regional & Outreach Services** is **Jean Mead**. Jean comes to us from the Hart County Library System with years of experience. Jean will be taking over for Lorena. Jean started on October 15th.
- We have also recently hired a new **webmaster** to take Natalie Wright's position. **Robin Fay** has extensive experience in web design and cutting-edge technologies. Robin will be managing and supervising the **Digital Media Center** and helping us prepare for a new web design. Ms. Fay began her work here on October 15.
- **Lindsay Josey** has taken over the position that Josh Goodwin vacated. She is our **Collection Development Manager**.
-

IMLS (Institute of Museum and Library Services) Grant -- ACCL has received a \$150,000 Community Catalyst Award Grant from the Institute of Museum and Library Services, one of only 12 awarded nationwide this year. We will be working in partnership with the University Of Georgia School Of Social Work to become a trauma-informed library.

Staff Development Day is scheduled for Wednesday, November 14th. All library facilities in the Region will be closed on that day for training.

New Courier Van has arrived and been outfitted for use carrying books and other library materials from county to county.

Old Business: None

New Business:

Board Actions:

- Approve 2019 Athens Regional Library Scheduled Closings, unanimously approved (Moved by Mr. Timmons, Seconded by Ms. Darnell)
- Ratify Action Items A-G from the July 19, 2018 Board Meeting, unanimously approved
- Approve Donna Brumby (in addition to Valerie Bell) as an authorized signing official for the IMLS National Leadership Community Catalyst grant, which will run from October 1, 2018 through September 30, 2020, unanimously approved (Moved by Mr. Hopper, Seconded by Ms. Mills)

Announcements

- SPLOST 2020 application - There is a team working on the application that will propose the building of a Recreation Center on the East Side of Athens-Clarke County.

Adjourn

With no further business, Chairman Westmacott called for adjournment at 4:30pm. (Motioned by Mr. Prokasy, Seconded by Ms. Mills, Unanimously approved)